User Guide

Dairy Export Certification

Overview of the USDA Online Procedures for the Electronic Trade Document Exchange System (eTDE) and Electronic Document Creation System (eDocs) for Dairy Certificates to China, Chile, Columbia, and European Union.
Non-Discrimination Policy: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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Background

To request a Health Certificate exporters must register to use the Electronic Trade Document Exchange System (eTDE). eTDE provides a secure environment for sharing trade documentation with governments and businesses across the supply chain.

To work within this security framework, there are a number of actions that new users and companies must take:

- Users located within the United States must obtain level 2 eAuthentication
- Users located outside of the United States must obtain level 1 eAuthentication
- Companies must be registered in eTDE - known as an Entity
- First time users must go to eTDE - https://www.etde.usda.gov/etde/ and will be directed to a profile page to request party and role association.
- New users must also sign up for an eTDE/eDocs training session with USDA AMS Information Technology Services (ITS) once level 2 eAuthentication is obtained. Training sessions are offered Thursdays at 4pm EST (days and times are subject to change). Registration for a consulting session will be first-come, first-served and spots in each session are limited.
- Please allow time for eTDE registration; it may take up to 2 weeks to complete due to availability of training sessions with AMS Information Technology Services (ITS).

eAuthentication – What is an Account?

An eAuthentication account is a way for you to interact with USDA websites online. It gives you the ability to identify yourself to the USDA via your User ID and password. It permits you to access a wide range of USDA applications across the many USDA agencies and their services. You gain the convenience of transacting business with USDA online at any time and from any computer, with internet access, that is convenient to you. Currently, USDA offers Accounts with Level 1 Access and Accounts with Level 2 Access for the general public and USDA customers.

Your eAuthentication account consists of a User ID, a password, and your customer profile which contains information about you that will permit USDA applications to identify if you have the correct permissions to view the website you attempted to access.

Level 1 eAuthentication Access

An account with Level 1 access allows the user to enter USDA Web site portals and applications that have been determined to have minimum security requirements or restrictions.

Note: Level 1 access is limited to certain areas of the USDA agency websites and does not allow you to conduct official electronic business transactions with the USDA via the internet. Please check the website for the application you wish to use. Many indicate whether a Level 1 or Level 2 is required. Registering for an account with Level 1 access is easy. You will create a brief customer profile, User ID
and password for your USDA account. You will then receive a confirmation email from the USDA asking you to respond to the email to confirm your account within seven (7) days. If you do not respond to the email asking you to confirm your account within seven (7) days, you will have to restart the registration process by creating another profile and will need to select a new User ID.

Once you have confirmed your online registration, you will have immediate access to USDA portals and applications that accept accounts with Level 1 access.

A Level 1 Access account is NOT required before you may apply for a Level 2 Access Account. If you already have a Level 1 Account, please log into your profile and select "Apply for Customer Level 2 Authentication".

International users should apply for Level 1 eAuthentication. They must notify the eTDE System Administrator when they have requested eAuthentication by sending an email to eTDEAdmin@usda.gov. The user’s name and organization should be included in the email. The eTDE System Administrator must approve new international users before access to the eTDE system will be available. Domestic (U.S.) users need to apply for a Level 2 eAuthentication account, but do NOT need to send an email to the System Administrator.

Level 2 eAuthentication Access

An account with Level 2 access allows the user to enter USDA Web site portals and applications that have been determined to have the need of higher security requirements or restrictions and the need of a verified identity for each User ID and profile.

Registering for an account with Level 2 access is easy but requires a few more steps than Level 1. You will create a customer profile with your name, personal contact information, a User ID and a password for your USDA account. You will then receive a confirmation email from the USDA asking you to respond to the email to confirm your account within seven (7) days. If you do not respond to the email asking you to confirm your account within seven (7) days, you will have to restart the registration process by creating another profile and will need to select a new User ID.

**Hints**

• Once you create a User ID, it cannot be changed.
• Your first and last names must be entered in your profile exactly as they appear on the identification you will be taking to the Service Center to prove your identity.
• Create a password that you will be able to remember.

Once you have registered for your Level 2 eAuthentication account, you will need to complete the identity verification process. This can either be done online, or by presenting your government issued photo ID in person at a USDA Service Center. You will receive additional instructions for verifying your identity after you have registered for your Level 2 eAuthentication account.
1. To begin the registration process please visit the eTDE Website at: https://www.etde.usda.gov/etde/ and select the option for users that are not registered in the system as highlighted below.

Select the “Create an Account” link (blue text)
2. Based on your Level requirement select either Level 1 – users outside of the United States or Level 2 – Users within the United States.

3. Complete all information requested in the registration request form. Section highlighted in red and marked with an (*) are required fields.

Hit “Continue” once you have completed all required fields
4. The system will request that you verify all information submitted is correct. Hit Submit once all information has been verified.

5. Once you have verified all of your information and it has been submitted through the system you will then be provided instructions on completing the final two steps to complete your registration.

6. Locate your confirmation e-mail and follow the instruction in the e-mail to complete step 4 of your registration.

   This step also involves identity verification. You will have the option of verifying your identity on-line or in person at a USDA Service Center.

   USDA Local Registration Authority (LRA) locations are found at:
   http://offices.sc.egov.usda.gov/locator/app?type=lra
eTDE Registration

7. Level 2 eAuthentication allows you access to complete your registration in eTDE. Once you have level 2 eAuthentication you must login to the eTDE system to complete registration either as a:

- New user – User who is logging into the system for the first time. If user logs into system for the first time, user is directed to the “eTDE Request Registration Page”.

- User with Associated Entity – A registered user who has already been associated with an entity currently in the system. If registered user with Associated Entity, user is directed to the “eTDE Home Page”

- User without Associated Entity – User who is registered in the system but is not associated with an entity. If registered user without Associated Entity, user is directed to the “eTDE User Profile Page”

Please also review the step by step instructions in the Dairy Owner User’s Guide.
User with Associated Entity Screen

United States Department of Agriculture

The average American consumes more than 6 pounds of peanuts and peanut butter products each year.

Skip Navigation

eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM

Skip Navigation

eTDE Profile

Please fill in required fields (*)

*First Name: Testin
*Last Name: Testid03
*Work Name: Birdsong
*Work Street Addr1: 00000000000000000000
*Work Street Addr2: 00000000000000000000
*Work Country: USA
*Work City: Falls Church
*Work State / Province: Brazil
*Work Zip / Postal Code: 22102-3333
*Work Phone: 5
*Mobile Phone:
*Primary Email: testuser@yahoo.com
*Alternate Email:

Update Profile

Current Entity Association

Current Association: Birdsong

Dissociate

Entity and External System Registration Request

Administrator Registration Request

Note: Access is limited until your association request and/or entity registration request has been approved.
User without Associated Entity Screen

Training Request

Once all of the steps above have been completed you must request a training session with AMS ITS. Please contact DairyExportsQuestions@ams.usda.gov to register for a training session with AMS ITS.